

UNIVERSITY OF WASHINGTON

Procurement Services

IMPORTANT INFORMATION FOR SUPPLIERS

- **Visit and Review the Procurement Services website:**
<http://f2.washington.edu/fm/ps/info-for-suppliers>
- **Register as a new University supplier:**
<http://f2.washington.edu/fm/ps/info-for-suppliers/registration>
- **Register in Washington's Electronic Business Solution (WEBS):**
<http://ga.wa.gov/Business/register.htm>
- **Business Diversity Program:** <http://f2.washington.edu/bdp>
Chesca Ward, Manager: uwbdp@uw.edu
- **Procurement Customer Service:** pcshelp@uw.edu
- **Procurement Services Contracts Manager:**
Claudia Christensen: claudiac@uw.edu

TIPS.....

- UW is a large institution with 3 campuses – Bothell, Tacoma and Seattle and is the recipient of millions in federal research dollars. Over 50 contracts are subject to Small Business Subcontracting goals.
- Appointments are recommended and please avoid global email advertising.
- Individual departments make purchasing decisions and may place orders direct with suppliers (with some exceptions). These are classified as “small dollar purchases” and vary by commodity. The preferred method of payment for these orders is via a departmental ProCard.
- We adhere to the National Association of Educational Procurement Code of Ethics: <http://f2.washington.edu/fm/ps/buyer-code-of-ethics>
- The University is NOT tax exempt. Certain purchases may be, but unless you are informed at the time an order is placed, assume taxes apply based on the delivery location.
- The University’s payment terms are Net 30 days unless a prompt payment applies.
- Services or goods should not be performed or delivered without the proper purchasing authorization:
 - Department ProCard
 - Purchase order number
 - Over the direct buy limit (currently \$3600) without the approval of a Purchasing Department Buyer or Contract Manager
 - Products with UW logos may not be sold without approval of the University’s Trademarks and Licensing Office.

Consider what distinguishes you from others is it:

****excellent customer service *product expertise* unique product or service****